

ASSISTANT CITY CLERK**DEFINITION**

Under the general supervision of the City Clerk, performs confidential and diversified general and legal administrative and clerical work; performs the work of the City Clerk in the City Clerk's absence; assists in scheduling and handling of City Hall office detail including administrative support to the City Manager's and City Attorney's office; and performs related work as required.

CLASSIFICATION CHARACTERISTICS

Incumbents in this class are expected to independently accomplish duties that involve exercising sound decision making and proper judgment in the handling of sensitive and confidential matters. Must possess exceptional clerical and administrative skills as well as demonstrating a thorough knowledge of policies and procedures pertaining to matters before the City Council such as agendas, resolutions, ordinances, contractual bids and other matters as required by law.

ESSENTIAL FUNCTIONS

- Perform a wide variety of complex, responsible, and confidential clerical and administrative duties in support of the City Manager, City Attorney and the City Clerk. This includes typing, editing and formatting documents including pleadings, briefs, opinions, ordinances, resolutions, contracts, and other correspondence.
- In the absence of the City Clerk coordinates and prepares agendas for City Council meetings; reviews agenda items for compliance with legal requirements
- Organizes completed staff reports; reproduces and distributes agenda packages to appropriate individuals and organizations
- Provides the required public notices for meetings and public hearings as assigned.
- Provides copies of resolutions, ordinances, agendas and minutes
- May act as Clerk to the City Council; attends assigned City Council meetings recording the items before the council and actions taken regarding the disposition of such items.
- Administers oaths or affirmations; takes and certifies affidavits and dispositions pertaining to City affairs.
- Handles court filings and service of legal documents
- Maintains law library
- Screens calls, visitors and mail; responds to moderately complex requests for information.
- Coordinates and makes travel arrangements; maintains appointment schedules and calendars; arranges meetings and conferences.
- Maintains and provides public access to all City public records; attests, publishes, posts, and indexes and files all ordinances and other City public records.

- Certifies City documents as being official copies; files affidavits; receives and processes claims filed with and against the City.
- Assists in conducting municipal elections.
- Assists in maintaining the Municipal Codes.

QUALIFICATIONS

Knowledge of:

- The State Elections Code; State Government Code as it relates to the Office of the City Clerk; State Fair Political Practices Commission guidelines and procedures and the Brown Act.
- Principles and practices of government records management including records retention laws
- Legal terms, forms and documents
- Court procedures and requirements
- City and department policies, rules and methods of operation
- Computer software typically found in a modern office

Skill in:

- Planning and coordinating a large and varied work load
- Communicating effectively with citizens, City Council members and City staff
- Interpreting and applying City policies, procedures, codes, rules and regulations
- Preparing and presenting clear, concise and effective reports and correspondence
- Interpreting, applying and explaining complex laws, rules, policies and procedures
- Organizing work activities, meeting deadlines and completing work accurately
- Efficiently utilizing personal computers and other technology in the course of work
- Independently organizing work, setting priorities and meeting critical deadlines
- Using tact, discretion, initiative and independent judgment within established guidelines
- Accurately transcribing from dictating equipment
- Typing accurately at a rate of 50 words per minute
- Establishing and maintaining effective working relationships with those contacted in the course of work

EXPERIENCE AND EDUCATION

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Experience: Six (6) years of senior clerical and administrative experience; two (2) years of legal secretarial or related experience and exposure to a City Clerk's operation is strongly preferred.
- Education: Equivalent to completion of the 12th grade; two year college degree is strongly preferred.

LICENSES AND CERTIFICATES

Possession of or the ability to obtain a Certified Municipal Clerk (CMC) certificate. Commissioned or ability to be commissioned as a Notary Public of the State of California. Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: Non-Exempt

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any